

MODULE 9

REPORTS REVIEW

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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
AUTOMATICALLY GENERATED REPORTS**

REPORT NUMBER	REPORT NAME	HOW INITIATED/RECEIVED	INFORMATION PRESENTED	USE
RDMS Manifest	RDMS Manifest	Daily, automatically	Lists all reports generated during overnight processing - Should receive this report and an Input Transaction Listing (#1001) for batch 0 daily	Ensure that all reports have been received and verified prior to certification of payroll
1001	Input Transaction Listing	Daily, automatically - Upon input	All batch transactions keyed (agency and DOA)	Verification that all applicable batch transactions were keyed
1006 or 1010	Change Listing	Automatically - when changes are entered to CIPPS masterfiles	Prior value and current value based on the change. Listed in employee order or type of change order (#1010)	Verify that masterfile changes were entered correctly, especially relating to salary or wage amount
1009	Employee Diagnostic	Automatically - when payroll transactions cannot process as entered	The employee number, the change or transaction that was not accepted, a brief reason for not processing	Provides an opportunity for errors to be corrected in a timely manner so transactions can be rekeyed after appropriate changes have been made
1013	New Employees Added	Addition of new employee record	Employee number and name	Notification that a new record has been added to the system so employment, salary/wage, and all other applicable information can be verified.
1017	Updated Pending File	Automatically - when batch transactions are added to the pending file from input or payroll processing	Entry date, sequence number, employee number, transaction type, and other relative information (i.e., ded. or special pay number, hours, dollars, etc.), and the action being taken with each transaction (added or deleted)	Verify that no transactions have an entry date prior to the ending date of the current pay period. If so, research is required to determine if the transaction should be deleted or if masterfile changes are required in order for the transaction to process.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

Date 12/23/04		Time 16.05.09		RDMS Manifest report for packet CMP00		Page 9					
Distribution Job = ACTJUDIST/JOB06306		SEND PYRN FISCAL RMT		HARDCOPY for location CMP00							
Report Identifier	Repository Name	Report Title	Repository Date	Time	JESJOB Name	Nbr	Report Lines	Pages	Relative Page LOC	Copy -NO-	Distribution Key
15	CHECK ISSUED REGISTER						301	7	1	1	1...5...10...15...20...25...30
PAYRUN3	13353	12/23/04	15.12.20	ACTJUPYRN	06276						
20	PAYROLL DEDUCTION RECAP REPORT						45	1	8	1	
PAYRUN4	13315	12/23/04	15.11.46	ACTJUPYRN	06276						
21	EMPLOYEES WITHIN DEDUCTION						20,009	391	9	1	
PAYRUN3	13353	12/23/04	15.12.20	ACTJUPYRN	06276						
26	DIRECT DEPOSIT TRANSMISSION						1,021	18	400	1	
PAYRUN1	13349	12/23/04	15.12.16	ACTJUPYRN	06276						
30	BOND REGISTER SERIES EE						274	9	418	1	
PAYRUN2	13329	12/23/04	15.11.47	ACTJUPYRN	06276						
33	COMPOSIT TAX REPORT						415	10	427	1	
PAYRUN3	13353	12/23/04	15.12.20	ACTJUPYRN	06276						
33A	REPORT 33 COMPANY TOTAL						83	2	437	1	
PAYRUN3	13353	12/23/04	15.12.20	ACTJUPYRN	06276						
36	BOND REGISTER SERIES II						40	2	439	1	
PAYRUN1	13349	12/23/04	15.12.16	ACTJUPYRN	06276						
46	UPDATE REGISTER						39	1	441	1	
PAYRUN2	13329	12/23/04	15.11.47	ACTJUPYRN	06276						
59	GROSS PAY LIMIT EXCEEDED						7	1	442	1	
PAYRUN1	13347	12/23/04	15.12.01	ACTJUPYRN	06276						
81	CHECK RECON REGISTER						235	4	443	1	
PAYRUN1	13349	12/23/04	15.12.16	ACTJUPYRN	06276						
912	CIPPS EE WHO HAVE REACHED						9	1	447	1	
PAYRUN1	13347	12/23/04	15.12.01	ACTJUPYRN	06276						
1001	INPUT TRANSACTION LIST						185	10	448	1	
PAYRUN1	13337	12/23/04	15.11.55	ACTJUPYRN	06276						
1003	RELEASED PENDING TRANSACTIONS						286	5	458	1	
PAYRUN1	13351	12/23/04	15.12.17	ACTJUPYRN	06276						

[illegible]

9	=	NUMBER OF TRANSACTIONS INPUT
9	=	NUMBER OF TRANSACTIONS ACCEPTED
0	=	NUMBER OF TRANSACTIONS DELETED
0	=	NUMBER OF TRANSACTIONS ACCEPTED WITH ERRORS
1	=	NUMBER OF INPUT BATCHES
7	=	NUMBER OF TRIGGER TRANSACTIONS GENERATED

REPORT 1006 DBS HR:M
RUN ON 12/15/2004 AT 00:02:43
REL 12.00.54 PAGE 3

HR:M CHANGE LISTING AS OF 12/31/2004

C0	N0	10011	*****	TRAINING COMPANY # 11	*****
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HR:M CHANGE LISTING AS OF 12/31/2004

```
-----CURRENT VALUE-----
-----PREVIOUS VALUE-----
```

DATE	TIME	TERMINAL OPERATOR	TRAN ID	DBID	DESC	FIELD CHGD --NET CHANGE--	POS NO.
------	------	----------------------	------------	------	------	------------------------------	------------

12/14/2004	10:16	ERVIN	HOZU1	HOZRET	CRDT	DED	FREQUENCY	00
12/14/2004	10:16	ERVIN	HOZU1	HOZRET	CRDT	DED	FREQUENCY	09
12/14/2004	10:16	ERVIN	HOZU1	HOZRET	CRDT	DED	FREQUENCY	09
12/14/2004	10:16	ERVIN	HOZU1	HOZRET	CRDT	DED	FREQUENCY	00

EMPLOYEE NO 16161616100 DED NO 24 LAST NAME WARD
12/14/2004 10:16 ERVIN HOZU1 HOZPRM CONV DED CONSTANT
25.00-- 25.00
DIV 122 OFC 856 DPT 000 SEC 00 .00

EMPLOYEE NO 16161616100 DED NO 26 LAST NAME WARD
12/14/2004 10:16 ERVIN HOZU1 HOZAGY HLTH DED CONSTANT 157.00
DIV 122 OFC 856 DPT 000 SEC 00 132.00

EMPLOYEE NO	16161818100	DED NO	36	LAST NAME	WARD
12/14/2004	10:16 ERVIN	HOZU1	HOZLT	DISAB	DED FREQUENCY
					00
					09
					08
12/14/2004	10:16 ERVIN	HOZU1	HOZLT	DISAB	DED FREQUENCY
					00

EMPLOYEE NO	16161616100	HISTORY DATE	00/00/0000	H	EMPL STATUS
		S48	H63		
	12/31/2004	00:02			

EMPLOYEE NO	16161616100	HISTORY DATE	00/00/0000	H	START LV DATE	09/25/1999
12/31/2004	00:02	S49	H63		00/00/0000	00/00/0000

EMPLOYEE NO	18161816100	LAST NAME	WARD	DIV	122	OFC	856	DPT	000	SEC	00
12/14/2004	10:16	ERVIN	HOBJD HOB	DATE C	12/31/2004						
12/14/2004	10:16	ERVIN	HOBJD HOB	00/00/0000	07/24/2003						
12/14/2004	10:17	ERVIN	HOBJD HOB	EMPLOYEE STATUS	2						
12/14/2004	10:17	ERVIN	HOBJD HOB	1	0						
12/14/2004	10:17	ERVIN	HOBJD HOB	FLAG Q	12/31/2004						
12/14/2004	10:17	ERVIN	HOBJD HOB	LAST STAT DATE	00/00/0000						
12/14/2004	10:17	ERVIN	HOBJD HOB	00/00/0000	00/00/0000						
12/14/2004	10:17	ERVIN	HOBJD HOB	LEAVE DATE	08/25/1999						
12/14/2004	10:17	ERVIN	HOBJD HOB	00/00/0000	00/00/0000						
12/14/2004	10:16	ERVIN	HOBJD HOB	TIME CARD STATUS	0						
12/14/2004	10:16	ERVIN	HOBJD HOB	1	1						

EMPLOYEE NO	22222222200	EE ANL SAL	16386.00
12/31/2004	00:02	26319.12-	42705.12
		UED	HB4

EMPLOYEE NO	2222222200	UED	HB4	EE	PAY	FQ	99
	12/31/2004	00:02					70
						29	

EMPLOYEE NO 2222222200
12/31/2004 00:02
UEI HB6
EE TRM DT
00/00/0000 09/24/2001
00/00/0000

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

REPORT 1010 CIPPS
RUN ON 01/10/2005 AT 20:25:59
REL 12.00.54 PAGE 1

HR:M CHANGE LISTING BY TYPE AS OF 01/09/2005

CO. NO.

DIV	OFC	DPT	SEC	RECORD KEY	LAST NAME --NET CHANGE--	-----CURRENT VALUE----- -----PREVIOUS VALUE-----
FIELD NAME	ACCOUNT NUMBER	1			TRAN ID	HOBB1
002 529 000 00	EMPLOYEE NO					
FIELD NAME	BANK NUMBER	1			TRAN ID	HOBB1
002 529 000 00	EMPLOYEE NO					
0						
TOTAL NET CHANGE FOR BANK NUMBER						1
FIELD NAME	PRENOTE DATE	1			TRAN ID	HOBB1
002 529 000 00	EMPLOYEE NO					
01/09/2004						
00/00/0000						
FIELD NAME	STREE ADDRESS				TRAN I	HOBB1
001 711 000 00	EMPLOYEE NO					
FIELD NAME	ZIP CODE				TRAN ID	HOBB1
001 711 000 00	EMPLOYEE NO					
23832						
23838						
FIELD NAME	DED CONSTANT	DED NO 35			TRAN ID	HOBB1
EMPLOYEE NO						
EMPLOYEE NO		DED NO 35				23.14
EMPLOYEE NO		DED NO 35				15.84
EMPLOYEE NO		DED NO 35				22.70
EMPLOYEE NO		DED NO 35				37.67
EMPLOYEE NO		DED NO 35				1.39
EMPLOYEE NO		DED NO 35				1.87
EMPLOYEE NO		DED NO 35				3.65
EMPLOYEE NO		DED NO 35				3.88
EMPLOYEE NO		DED NO 35				22.64
EMPLOYEE NO		DED NO 35				21.91
EMPLOYEE NO		DED NO 35				11.36
EMPLOYEE NO		DED NO 35				17.60
EMPLOYEE NO		DED NO 35				7.22
EMPLOYEE NO		DED NO 35				7.93
EMPLOYEE NO		DED NO 35				5.92
EMPLOYEE NO		DED NO 35				5.28
EMPLOYEE NO		DED NO 35				21.06
EMPLOYEE NO		DED NO 35				23.01
EMPLOYEE NO		DED NO 35				4.05
EMPLOYEE NO		DED NO 35				5.45
EMPLOYEE NO		DED NO 35				4.03
EMPLOYEE NO		DED NO 35				4.62
EMPLOYEE NO		DED NO 35				1.31
EMPLOYEE NO		DED NO 35				1.37
EMPLOYEE NO		DED NO 35				17.82
EMPLOYEE NO		DED NO 35				30.73
EMPLOYEE NO		DED NO 35				6.47
EMPLOYEE NO		DED NO 35				6.29
EMPLOYEE NO		DED NO 35				1.62

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

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CO. NO. 10011 ***** TRAINING COMPANY # 11 *****
                                EMPLOYEE DIAGNOSTICS LISTING AS OF 12/31/2004
                                REPORT 1009   DBS HR:M
                                RUN ON 12/15/2004 AT 00:02:45
                                REL 12.00.54 PAGE 3

BATCH NO. 31
ENTRY    SEQ
DATE     NUMBER

12312004 344 70070070 0 700 F 17- 19 138 TRANSACTION CODE EMP WILL NOT BE PD DUE TO A NO PAY TRAN 700

```

-----ERROR MESSAGE-----CONTENTS-----

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

REPORT 1013 DBS HR:M
RUN ON 12/15/2004 AT 00:02:4:
REL 12.00.54 PAGI

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****			NEW EMPLOYEES ADDED REPORT AS OF 12/31/2004	
ENTRY DATE	TERMINAL OPERATOR	EMPLOYEE NUMBER	EMPLOYEE LAST NAME	
12/13/2004	ERVIN	26262620	STROUD	
12/13/2004	ERVIN	4225234170	ROGERS	
12/13/2004	ERVIN	7171717170	O'REILLY	
NUMBER ADDED		3		
TOTAL ADDITIONS		3		

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
REPORTS GENERATED UPON REQUEST**

REPORT NUMBER	REPORT NAME	HOW INITIATED/RECEIVED	INFORMATION PRESENTED	USE
U104	CIPPS Payroll Edit/Scrub Request	Input by each agency as needed to request edits	By agency, the frequency(ies) being edited, the pay period and check dates, and the time keyed.	To ensure edits are requested for each pay period prior to pay to ensure the accuracy of payroll transactions. Ensure requests are entered timely and accurately.
1004	Transaction Balance Report	Upon Request for Edit or Pay	Batch transactions sorted by batch number that were accepted	Verify that transactions keyed passed all nightly batch processing edits
1005	Batch Summary	Upon Request for Edit or Pay	Batches keyed are listed in numeric order, with notation as to whether or not the batch is in balance	Ensure that any out-of-balance batch has been researched and any deleted transaction has been researched
10 - EDIT	Payroll & Deduction Register - PRE-CALC	Upon request for Edit	Gross-to-net calculation of all payroll transactions, automatic and batch, including all types of payments, deductions, and benefits, that will process with this payroll.	Ensure that all batch transactions, deductions, new and changes, automatic salary payments, tax changes, etc. were processed properly prior to processing the payroll.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011
***** TRAINING COMPANY # 11 *****
REPORT U104 PAYB0086
RUN ON 12/15/2004 AT 11:54:56
PAGE 1

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

-----CIPPS PAYROLL EDIT/SCRUB REPORT-----

THE FOLLOWING PAY FREQUENCIES WERE SUBMITTED FOR CIPPS SCRUB PROCESSING ON: 12/15/2004

CO #	PAY FREQ LO-HI	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	PAY TYPE	HOLD SWITCH	TIME ENTERED
10011	70-71	1	11/25/2004	12/08/2004	12/16/2004	3	2	08:41:47

END OF REPORT

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****															REPORT 1004 DBS HR:M RUN ON 12/15/2004 AT 11:55:16										PAGE 5				
BATCH 12															TRANSACTION BALANCE REPORT AS OF 12/31/2004														
SEQ. NO.	EMPLOYEE NUMBER	TRAN PAY CODE	REG HRS	REG-RATE/AMT	OT HRS	OT RATE/AMT	WORK	O-T T/P	ADJ IND	SHF CHK	AMT A/P	DED ST	LOC CDE	DEP NO	SEC NO	FROM DATE	TO DATE												
			SPC HRS	SPC-RATE/AMT												LABOR DISTRIBUTION													
P 324	1212121210	IBC 12		.00	.00	7950.230000		5	3	1	8			70	70	00/00/0000	00/00/0000												
P 325	1212121210	O 9XX 009		4580.00				5	3	1	8					00/00/0000	00/00/0000												
P 326	1212121210	O 9XX 010		735.23				5	3	1	8					00/00/0000	00/00/0000												
P 330	1313131310	O 9XX 003		800.00				0	3	1	8					00/00/0000	00/00/0000												
P 331	1313131310	O 9XX 004		400.00				5	3	1	8					00/00/0000	00/00/0000												
P 328	1818181810	O 9XX 002		600.00				5	1	0						00/00/0000	00/00/0000												
P 329	1818181810	O 9XX 082		300.00				5	1	0						00/00/0000	00/00/0000												
P 327	7171717170	O 9XX 001		535.00				5	1	1	0					00/00/0000	00/00/0000												
P - THIS TRANSACTION IS FROM THE PENDING FILE																													
TRANSACTION BATCH STATISTICS																													
THIS BATCH IS IN BALANCE.																													
NO. OF EMPLOYEES NOT TO BE PAID 0																													
NO. OF TRANSACTIONS IN THIS BATCH 8																													
TRANSACTION TOTALS																													
REGULAR HOURS 0.00 OVERTIME HOURS 0.00 REGULAR RATE/PAY 7950.230000 OVERTIME RATE/PAY 0.000000																													

CO. NO. 10011 ***** TRAINING COMPANY # 11 ***** REPORT 1005 DBS HR:M RUN ON 12/17/2004 AT 11:31:32 PAGE 1									
COMPANY BATCH SUMMARY AS OF 12/31/2004									
BATCH	0	BATCH	1	BATCH	10	*OUT OF BALANCE*	BATCH	12	
BATCH	31	*OUT OF BALANCE*	BATCH	39	*OUT OF BALANCE*				
TYPE TRANSACTION		CALCULATED TOTALS							
400 TRANSACTIONS		0							
500 TRANSACTIONS		5							
501 TRANSACTIONS		5							
502 TRANSACTIONS		5							
503 TRANSACTIONS		3							
504 TRANSACTIONS		5							
505 TRANSACTIONS		5							
601 - 699 TRANS		0							
550 TRANSACTIONS		4							
650 TRANSACTIONS		0							
652 TRANSACTIONS		0							
660 TRANSACTIONS		0							
670 TRANSACTIONS		0							
680 TRANSACTIONS		0							
TOTALS		32							
TOTAL NUMBER OF TRANSACTIONS		72							
NUMBER OF EMPLOYEES NOT TO BE PAID		2							
TOTAL NUMBER OF BATCHES		6							
NUMBER OF BATCHES OUT-OF-BALANCE		3							
TRANSACTION TOTALS		352.00		OVERTIME HOURS		32.00		REGULAR RATE/PAY	
						11209.524545		OVERTIME RATE/PAY	
								0.000000	

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****
 *** EDIT/REPORT RUN ***

REPORT 10 DBS HR:M
 RUN ON 12/15/2004 AT 11:55:43
 REL 12.00.54 PAGE

PAYROLL AND DEDUCTION REGISTER AS OF 12/31/2004

DIV	QFC	DPT	SEC	EMP NUMBER	EMPLOYEE NAME	CUR REG	O/T	GROSS	FED TAX	QASDI TAX	HI TAX	TOT DED	NET PAY					
					MS	EX-	ST	LOC	ST	LOC	(TD SICK	VAC)	NET CHECK	CHECK DATE				
					SSN----	ES	-----	HOURS-----	MS	EX-	ST	LOC	ST	LOC	(TD SICK	VAC)	NET CHECK	CHECK NO
001	941	000	00	5555555550	KIRBY R RADCLIFFE													
				5.150000		406.00	.00	406.00	16.64	25.17	5.89	.00	350.29					
				555-55-5555	1	80.00	.00	1	47	0	.00	.00	12/18/2004					
				555-55-5555	1	80.00	.00	1	47	0	.00	.00	57874622					
				CUR		STATE TAX	LOCAL TAX	DI TAX										
				YTD		8.01	.00	.00										
				YTD		.00	.00	.00										
001	941	000	00	1515151510	PHILLIP RANDALL													
				1557.08		1557.08	.00	1557.08	180.34	95.21	22.25	95.50	1178.69					
				1557.08		1557.08	.00	1557.08	201.27	95.10	22.48	14.50	12/18/2004					
				151-51-5151	1	86.67	.00	1	47	0	.00	.00	57874623					
				CUR		STATE TAX	LOCAL TAX	DI TAX										
				YTD		71.58	.00	.00										
				YTD		72.41	.00	.00										
				CUR		PARKING	LT DISAB											
				YTD		75.00	25.69											
				YTD		7.50	12.92											
001	941	000	00	1515151510	PHILLIP RANDALL													
				1557.08		.00	.00	.00	.00	.00	.00	87.50-	ZERO NET					
				151-51-5151	1	.00	.00	.00	.00	.00	.00	.00	09/16/2001					
				151-51-5151	1	.00	.00	1	47	0	.00	.00	916932300					
				CUR		STATE TAX	LOCAL TAX	DI TAX										
				YTD		.00	.00	.00										
				YTD		.00	.00	.00										
001	941	000	00	1313131310	JOSEPH REID													
				1246.08		1246.08	.00	1246.08	116.91	77.26	18.07	.00	978.91					
				1246.08		1246.08	.00	1246.38	135.35	77.40	18.10	.00	12/16/2004					
				131-31-3131	1	86.67	.00	1	47	0	.00	.00	11					
				131-31-3131	1	86.67	.00	1	47	0	.00	.00	11					

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
KEY REPORTS GENERATED WITH PAYROLL PROCESSING**

REPORT NUMBER	REPORT NAME	INFORMATION PRESENTED	USE
U102	CIPPS Payroll Certification Report	Hard copy of information entered online by the agency to certify the payroll for processing.	To certify the correctness of payroll transactions to be processed, including the total gross dollars to be paid, authorizing DOA to process the payroll.
10 - PAY	Payroll & Deduction Register - ACTUAL PAYROLL	Gross-to-net calculation of all payroll transactions - including update of year-to-date amounts.	Verification of final payroll totals and accuracy of payroll processing.
15	Checks Issued Register	Listing of each employee receiving an actual check, the name of the recipient of any third-party check for a garnishment or support payment, and the net amount of the check.	Verification that there are no extraordinarily large or small net amounts being issued
21	Deduction Register	This report is generated for each deduction and sub-deduction number, listing each employee who had this deduction withheld and the amount of the deduction. Agency-paid deductions are also provided.	Verification that deductions were withheld/charged appropriately and those tax-sensitive deductions were set up correctly.
26	Direct Deposit Transmission	Lists each employee who has an active deduction established for direct deposit to checking or savings, and the amount of the transfer.	Verification that there are no extraordinarily large net amounts being transferred
33	Composite Tax Report	Provides the total gross amount paid, and the taxable amount and taxes withheld for each tax category (federal, state, OASDI, HI, etc.) for employee and, where applicable, employer. Reflects tax masterfile totals. Totals are provided for other states, where applicable.	Ensure no taxes were withheld in certain categories (i.e., FUTA, DI) in which state employees do not contribute. Verify that tax-sensitive deductions and payments were taxed correctly. This function is performed automatically with the monthly 10 to 33 comparison, using year-to-date amounts
59	Gross Pay Limit Exceeded	Lists employees, if any, whose gross wages, including all types of pays, exceed the limit established at the agency level. (Default value is double base salary)	Verification that payments are correct and in accordance with available documentation.
U003	Third-Party Check Reconciliation Register	Lists each third party agency check, as well as the amount of the federal tax deposit being electronically transferred.	Verification of deduction totals and distribution of checks to third party recipients. Verify federal tax transfer.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CONTROL AGENCY NO: 10011 COMMONWEALTH OF VIRGINIA REPORT U102 PAYBO085
FISCAL OFFICER DEPARTMENT OF ACCOUNTS RUN ON 12/15/2004 AT 16:07:40
-----CIPPS PAYROLL CERTIFICATION REPORT----- PAGE 1

DATE: 12/15/2004

FISCAL OFFICER

CONTROL AGENCY: ***** TRAINING COMPANY # 11 *****

I APPROVE OF PAYMENT FOR THE FOLLOWING:

CO #	PAY FREQ	VOUCHER#	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	CURRENT GROSS PAY	PAY TYPE	HOLD SWITCH	LOGON ID	TIME ENTERED
10011	70	12345678	1	11/25/2004	12/09/2004	12/16/2004	1,000.00	3	2	ERVIN	15:35:44
10011	71	65498765	1	11/25/2004	12/09/2004	12/16/2004	.00	3	2	ERVIN	15:35:44

I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE CAPP MANUAL, VOLUME 1, SECTION 50200, AND REASONABLY BELIEVE THAT THESE TRANSACTIONS ARE NECESSARY, ACCURATE AND APPROPRIATE.

END OF REPORT

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****										REPORT 10 DBS HR:M RUN ON 12/15/2004 AT 16:08:46 REL 12.00.54 PAGE															
PAYROLL AND DEDUCTION REGISTER AS OF 12/31/2004																									
DIV	OFC	DPT	SEC	EMP	NUMBER	EMPLOYEE NAME																			
RATE/AMT	CUR	REG	O/T	GROSS	FED TAX	QASDI TAX	HI TAX	TOT DED	NET PAY																
YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD																
SSN	ES	MS	EX	ST	LOC	ST	LOC	ST	LOC	TD SICK	VAC	NET CHECK	CHECK DATE												
141-41-4141	1	00	2	100	47	0	47	0	47	00	00	00	12/16/2004												
001	941	000	00	1414141410	0	SCOTT ALCOTT																			
1945.25	1945.25	00	00	1947.45	778.73	119.38	27.92	72.00	856.23																
3890.50	3890.50	00	00	3897.10	778.73	239.82	56.08	79.00	12/16/2004																
141-41-4141	1	00	2	100	47	0	47	0	47	00	00	00	12/16/2004												
CUR	90.99	LOCAL TAX	DI TAX	IMPLIFE	RET CRDT	RETIRMT	GRPNRS	PRM CONV																	
YTD	185.72	00	00	2.20	17.31	170.60	15.56	22.00																	
CUR	132.00	LT DISAB	DEF COMP	DDCHKING																					
YTD	234.50	32.10	50.00	856.23	30.54	385.16	31.12	29.00																	
001	941	000	00	7857857850	0	ELEANOR A DAYTON																			
2785.08	2785.08	00	00	2792.82	579.40	173.15	40.50	00	1840.52																
785-76-5785	1	00	1	1	47	0	47	0	47	00	00	00	12/16/2004												
CUR	151.51	LOCAL TAX	DI TAX	IMPLIFE	RET CRDT	RETIRMT	GRPNRS	LT DISAB																	
YTD	151.51	00	00	7.74	24.79	244.25	22.28	45.95																	
001	941	000	00	4444444440	0	ALICIA J JOHNSON																			
1093.25	1093.25	00	00	1093.25	22.48	66.63	15.58	73.50	869.98																
444-44-4444	1	00	2	4	47	0	47	0																	

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011 ***** TRAINING COMPANY # 11 *****				REPORT 15 DBS HR:M RUN ON 12/15/2004 AT 16:08:46 REL 12.00.54 PAGE 1	
CHECK ISSUED REGISTER AS OF 12/31/2004					
EMPLOYEE NO.	CHECK DATE	CHECK NO.	ALT. BANK	AMOUNT	EMPLOYEE NAME
7657657650	0 12/16/2004	59070157	0	1,840.52	DAYTON, ELEANOR A
2307586430	0 12/16/2004	59070158	0	830.05	HUDGINS, JEFFREY R
444444440	0 12/16/2004	59070159	0	869.98	JOHNSON, ALICIA J
999999980	0 12/16/2004	59070160	0	1,008.36	NAMESMITH, DAVID
333333330	0 12/16/2004	59070161	0	200.00	CITY OF RICHMOND
2745396570	0 12/16/2004	59070162	0	632.77	NEWTON, JULIA P
4091231250	0 12/16/2004	59070163	0	296.08	NEWTON, JULIA P
717171710	0 12/16/2004	59070164	0	1,263.08	O'REILLY, SHANNON ELAINE
555555550	0 12/16/2004	59070165	0	350.29	RADCLIFFE, KIRBY R
151515150	0 12/16/2004	59070166	0	1,178.69	RANDALL, PHILLIP
131313130	0 12/16/2004	59070167	0	800.00	REID, JOSEPH
131313130	0 12/16/2004	59070168	0	356.89	REID, JOSEPH
4225234170	0 12/16/2004	59070169	0	447.50	ROGERS, AMY S
4225234170	0 12/16/2004	59070170	0	152.49	VIRGINIA EDUCATIONAL LOAN AUTH
121212120	0 12/16/2004	59070171	0	886.83	STRIDER, SALLY S
121212120	0 12/16/2004	59070172	0	3,060.06	STRIDER, SALLY S
121212120	0 12/16/2004	59070173	0	682.14	STRIDER, SALLY S
2626262620	0 12/16/2004	59070174	0	833.22	STROUD, JOHN THOMAS
2626262620	0 12/16/2004	59070175	0	306.08	VA POWER
1919191910	0 12/16/2004	59070176	0	785.32	WILSON, ALLISON
TOTAL CHECK 20				16,780.35	
COMPANY TOTAL				16,780.35	

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

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CO. NO. 10011 ***** TRAINING COMPANY # 11 *****
                EMPLOYEES WITHIN DEDUCTION 38 - DEF COMP AS OF 12/31/2004
                REPORT 21 DBS HR:M
                RUN ON 12/15/2004 AT 16:08:46
                REL 12.00.54 PAGE 18

EMPLOYEE NAME      EMPLOYEE NO  DEDUCTION CUR  DEDUCTION MTD  DEDUCTION YTD  GOAL
SOC SEC NO          START DATE   END DATE      UTILITY

ALCOTT, SCOTT      14141410 0      50.00      50.00      50.00      1200.00
141-41-4141
WARD, JESSICA A    16161610 0      .00      325.00      325.00      .00
161-61-6161

                DEDUCTION 38 TOTAL      50.00      375.00      375.00
  
```

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011	***** TRAINING COMPANY # 11 *****	DIRECT DEPOSIT TRANSMISSION REPORT AS OF 12/31/2004	REPORT 26 DBS HR:M RUN ON 12/15/2004 AT 16:08:47 REL 12.00.54 PAGE 1
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TRANSACTION CODE	EMPLOYEE NUMBER	EMPLOYEE NAME	DEDUCTION AMOUNT	ROUTING NUMBER	ACCOUNT NUMBER	TRACE NUMBER
EMPLOYEE 71717170	0 BANK 54600174	5** INVALID BANK-CHECK-DIGIT				
22	14141414100	ALCOTT, S.	856.23	0510 0001 7	43792143566	54600174 0500001
22	11111111100	ANDERSON, J. A.	791.40	0510 0677 8	1234567890	54600174 0500002
22	30218753900	BROWNING, K. T.	820.25	2514 7285 6	058745	54600174 0500003
22	59814316700	BROWNING, K. T.	833.48	2514 7285 6	058745	54600174 0500004
23	76576576500	DAYTON, E. A.	.00	2510 7298 4	1234567890	54600174 0500005
22	18181818100	FRANKE, C.	1,683.74	2510 7298 4	255562745	54600174 0500006
22	22457642900	JOHNSON, W. D.	761.16	2514 7285 6	245726	54600174 0500007
22	30917290100	JOHNSON, W. D.	779.43	2514 7285 6	245726	54600174 0500008
22	48484848400	MARTIN, C.	571.48	2510 7298 4	80034523	54600174 0500009
22	77777777700	MCCLELLAND, T.	787.32	0510 0002 0	23232323232	54600174 0500010
23	00700700700	MOORE, R.	.00	0514 0100 1	21212121212	54600174 0500011
22	33333333300	NELSON, A.	63.17	2510 7298 4	80034523	54600174 0500012
23	55555555500	RADCLIFFE, K. R.	.00	2510 7298 4	80034523	54600174 0500013
22	13131313100	REID, J.	978.91	2510 7298 4	80034523	54600174 0500014
23	42252341700	ROGERS, A. S.	.00	0510 0001 7	343434343	54600174 0500015
22	22422422400	THOMPSON, J.	372.15	2510 7298 4	80034523	54600174 0500016
23	16161616100	WARD, J. A.	.00	0510 0677 8	1082038304	54600174 0500017
22	66666666600	WHITE, W. W.	1,015.32	2510 7298 4	830023004	54600174 0500018
22	19191919100	WILSON, A.	1,399.67	2510 7298 4	255562745	54600174 0500019
22	71717171700	O'REILLY, S. E.	.00	2510 8261 5	56565656565	54600174 0500020
33	88888888800	ROGERS, R. R.	1,179.41	2510 7298 4	80034524	54600174 0500021
32	01010101000	WILBUR, T.	289.19	0514 0100 1	31313131313	54600174 0500022
200	ENTRY COUNT	22	13,182.31	ENTRY HASH	00412551939	0000000000000
			.00			

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011	***** TRAINING COMPANY # 11 *****	COMPOSITE TAX REPORT AS OF 12/31/2004	REPORT 33 DBS HR:M RUN ON 12/15/2004 AT 16:08:48 REL 12.00.54 PAGE		
TAX UNIT 001					
COUNTRY CODE 001	STATE CODE 47	LOCAL NAME	LOCAL CODE 0000	ESTABLISHMENT NO. 1642	
-----DESCRIPTION-----					
-----CURRENT-----					
-----QUARTER TO DATE-----					
-----PRIOR QUARTER-----					
-----YEAR TO DATE-----					
GROSS PAY		2,985.77	4,935.42	.00	4,935.42
FIT TAXABLE		2,913.77	4,856.42	.00	4,856.42
FIT NON TAXABLE		.00	.00	.00	.00
FIT TAX		903.23	903.23	.00	903.23
PENSION FIT TAX		.00	.00	.00	.00
PENSION FIT TAXABLE		.00	.00	.00	.00
EIC PAYMENT		.00	.00	.00	.00
ST AEIC PAYMENT		.00	.00	.00	.00
EMPLOYEE OASDI TAXABLE		2,963.77	4,906.42	.00	4,906.42
EMPLOYEE OASDI NONTAXB		22.00	22.00	.00	22.00
EMPLOYEE OASDI TAX		183.76	304.20	.00	304.20
EMPLOYEE HI TAXABLE		2,963.77	4,906.42	.00	4,906.42
EMPLOYEE HI NONTAXABLE		22.00	22.00	.00	22.00
EMPLOYEE HI TAX		42.98	71.15	.00	71.15
EMPLOYEE MEDICARE TXBL		.00	.00	.00	.00
EMPLOYEE MED NONTAXBL		.00	.00	.00	.00
EMPLOYEE MEDICARE TAX		.00	.00	.00	.00
COMPANY OASDI TAXABLE		2,963.77	4,906.42	.00	4,906.42
COMPANY OASDI NONTAXBL		22.00	22.00	.00	22.00
COMPANY OASDI TAX		183.76	304.20	.00	304.20
COMPANY HI TAXABLE		2,963.77	4,906.42	.00	4,906.42
COMPANY HI NONTAXABLE		22.00	22.00	.00	22.00
COMPANY HI TAX		42.98	71.15	.00	71.15
COMPANY MEDICARE TXBL		.00	.00	.00	.00
COMPANY MEDICARE NONTX		.00	.00	.00	.00
COMPANY MEDICARE TAX		.00	.00	.00	.00
FUTA TAXABLE		.00	.00	.00	.00
FUTA NONTAXABLE		2,983.57	2,983.57	.00	2,983.57
FUTA TAX		.00	.00	.00	.00
SIT TAXABLE		2,911.57	4,849.82	.00	4,849.82
SIT NONTAXABLE		72.00	72.00	.00	72.00
SIT TAX		133.97	228.70	.00	228.70
D.I. TAXABLE		.00	.00	.00	.00
D.I. NONTAXABLE		.00	.00	.00	.00
D.I. GROSS TAXABLE		.00	.00	.00	.00
D.I. TAX		.00	.00	.00	.00
COMPANY PAID DI TAX		.00	.00	.00	.00
LOCAL TAXABLE		.00	.00	.00	.00
LOCAL NONTAXABLE		.00	.00	.00	.00
LOCAL TAX		.00	.00	.00	.00
SP LOCAL TAXABLE		.00	.00	.00	.00
SP LOCAL NONTAXABLE		.00	.00	.00	.00
SP LOCAL TAX		.00	.00	.00	.00
SCHOOL LOCAL TAXABLE		.00	.00	.00	.00
SCHOOL LOCAL NONTXBL		.00	.00	.00	.00
SCHOOL LOCAL TAX		.00	.00	.00	.00
SUIT TAXABLE		2,983.57	4,928.82	.00	4,928.82
SUIT NONTAXABLE		.00	.00	.00	.00
SUI GROSS		2,983.57	4,928.82	.00	4,928.82

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011	***** TRAINING COMPANY # 11 *****	REPORT 59 DBS HR:M RUN ON 12/15/2004 AT 16:08:46 REL 12.00.54 PAGE 1
	GROSS PAY LIMIT EXCEEDED AS OF 12/31/2004	
CHECK DATE	EMPLOYEE NAME	EMPLOYEE NO. PAYRL GROSS PAY COMPANY RATE CHECK LIMIT
12/16/2004	FRANKE, CLARENCE	18181810 0 70 1803.20 2.000 1800.000
12/16/2004	STRIDER, SALLY S	12121210 0 70 4580.00 2.000 2163.500
COMPANY TOTAL	TOTAL NUMBER OF EMPLOYEES	2 6,383.20

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

NO.	COMMONWEALTH OF VIRGINIA CHECK WRITE NUMBER 011004				REPORT U003 PAYB0800 RUN ON 01/10/2005 AT 21:46:42			
THIRD PARTY CHECK RECONCILIATION REGISTER AS OF 01/13/2005								
	DEDUCTION NUMBER	SUB NO.	CHECK DATE	CHECK NUMBER	DEDUCTION TOTAL	SUSPENSE DELETED	ADJUSTMENT AMOUNT	CHECK AMOUNT
FAD DEPOSIT	FT 941		01/13/2005		6,331.61		0.00	26,331.61
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 070								
					26,331.61		0.00	26,331.61
FAD DEPOSIT	FT 941		01/13/2005		14,336.52		0.00	14,336.52
STATE OF DIS-OF-COLUMBIA	ST		01/13/2005		66.00		0.00	66.00
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 075								
					14,402.52		0.00	14,402.52
COMPANY TOTAL					40,734.13		0.00	40,734.13
COMPANY FT TOTAL					40,668.13		0.00	40,668.13

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
KEY REPORTS GENERATED WITH PAYROLL PROCESSING**

REPORT NUMBER	REPORT NAME	INFORMATION PRESENTED	USE
12	Manual Checks Issued	By Office, Employee number and name, check number, date, and amount, any manual pay set that was entered to make changes to an employee's masterfile.	To ensure that only authorized, valid changes to employee masterfile records are entered. To ensure that all payroll-related items that were handled outside of the payroll system, are recorded in the employee masterfile record.
13	Adjustment Register	By Office, Employee number and name, the amount of any refund or increase or decrease in the current amount being paid for special payments or being withheld for taxes or deductions.	To ensure that refunds or increases/decreases to current special payments, taxes, or deductions, are valid and authorized. Special attention should be paid to changes to taxes or tax-sensitive deductions and special payments.
U094	New Hire Report	All employees that have been hired within the time frame of the report. DOA automatically produces the U094.	All new hires must be reported to the VEC to ensure the employees are not under a child support withholding order. The U094 reflects the information that is automatically sent to the VEC for this purpose. A review of this report is necessary to insure that all information has been reported.
U118	Gross Pay Differences Report	By frequency paid, the pay type (regular-3 or special-9), the amount authorized for payment, the amount that actually paid, and the amount of the difference.	Ensures that any difference between the amount authorized and certified and the amount actually paid can be identified. Ensure that transactions added or deleted after certification are accounted for and approved for payment or deletion. Explanation for differences can be hand-written on this form for faxing back to DOA.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 10011	***** TRAINING COMPANY # 11 *****	MANUAL CHECK ISSUED	REGISTER AS OF 12/31/2004	REPORT 12	DBS HR:M
				RUN ON 12/15/2004 AT 16:08:46	
				REL 12.00.54	PAGE 1

EMPLOYEE NO.	EMPLOYEE NAME	CHECK NUM.	CHECK DATE	CHECK AMOUNT
333333330 0	NELSON, ALFRED	916932300	09/16/2001	67.50
		COMPANY-TOTAL		67.50

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

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CO. NO. 10011 ***** TRAINING COMPANY # 11 *****
                ADJUSTMENT REGISTER AS OF 12/31/2004
                REPORT 13 DBS HR:M
                RUN ON 12/15/2004 AT 16:08:48
                REL 12.00.54 PAGE 1

-----EARNINGS-----SPECIAL PAYS / HOURS-----DEDUCTIONS-----TAXES-----
EMPLOYEE NO. EMPLOYEE NAME
1515151510 0 RANDALL, PHILLIP
                PARKING
                67.50-
6666666660 0 WHITE, WAYNE W
                FIT 12.50-
                SIT 7.00-
  
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DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

REPORT U094 PAY
RUN ON 01/05/2005
PAGE 7

COMMONWEALTH OF VIRGINIA
D E P A R T M E N T O F A C C O U N T S
----- CIPPS NEW HIRE REPORT FOR CSE -----
ON OR AFTER 12/16/2004

EMPLOYER NO EMPLOYER NAME
ADDRESS

FEDERAL ID NO

SSN: SALARY
NAME:
ADDRESS:

VA 23294

SSN: HOURLY
NAME:
ADDRESS:

SSN:
NAME:
ADDRESS:

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

COMMONWEALTH OF VIRGINIA				REPORT U118	PAYB(
DEPARTMENT OF ACCOUNTS				RUN ON 01/10/2005 AT	1
AS OF 01/10/2005				PAGE	1
-----CIPPS PAYROLL CERTIFICATION GROSS PAY DIFFERENCES REPORT-----					
PAY FREQ ----	PAY TRANS ----	AUTHORIZED CURRENT GROSS PAY -----	ACTUAL CURRENT GROSS PAY -----	DIFFERENCE AMOUNT -----	
70	3	0.00	93,282.12	93,282.12	
75	3	154,309.29	61,027.17	-93,282.12	
AGY	TOTALS	154,309.29	154,309.29	0.00	

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
REPORTS FOR CIPPS TO CARS RECONCILIATION**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
U033	Detail Payroll Expenditures Report	With Payroll Processing – to reflect posting of payroll expenditures to CARS	Shows how each employee's payroll and benefits are being posted in CARS and charged to the agency.	Ensure that expenditures are appropriate and correctly charged against agency budget.
U023	Summary of Payroll Expenditures	With Payroll Processing – to reflect posting of payroll expenditures to CARS	This report provided totals that should mirror the charges to CARS through payroll processing	Verify that charges were posted appropriately to CARS in order to ensure agency expenditures do not exceed appropriation
CARS 401	Weekly Reconciliation of Transactions Posted to CARS	By payroll interface to CARS - agency expenditures posted	By transaction type, the amounts charged for gross payroll and agency paid fringe benefits.	Ensure that all payroll expenditures are accurately and timely posted to CARS to ensure expenditures do not exceed appropriation.
CARS 107	Error/Audit	Through interface of payroll expenditures to CARS	Payroll items that did not post to CARS are listed. Total payroll for this cycle should be the total of the 401 and any items appearing on the 107.	Monitor progress to ensure errors are corrected and all valid expenditures are posted to CARS

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ACCOUNTS DETAIL PAYROLL EXPENDITURES BY CARS CODING										REPORT U033 PAYB3050 RUN ON 12/17/2004 AT 11:33:52 PAGE 7										
***** TRAINING COMPANY # 11 ***** PAY FREQ 071 VOUCHER NUMBER 65498765 CHECKWRITE NUMBER 121604																				
ORGANIZATION CODES					EMP NUMBER		NAME				CARS CODING									
PAY TYPE	EARNINGS	RET CRDT	RETIREMENT	SOC SEC	COMPANY	COSTS LT DISAB	DC/ANN HEALTH	TOTAL COSTS	FUND AGY	FUND PRG	SUB	ELE	OBJ	PROJ	TSK	PH	CST	%		
001	963 000 00				27453965700	NEWTON		JULIA			P									
		0.00	0.00			0.00	0.00													
001	123.75				0.00	0.00	0.00	0.00	011	0100	849	01	1143	00000		963	100			
		0.00	0.00			0.00	0.00													
002	33.00				0.00	0.00	0.00	0.00	011	0100	849	01	1143	00000		963	100			
		0.00	0.00			0.00	0.00													
001	963 000 00				40912312500	NEWTON		JULIA			P									
		0.00	0.00			0.00	0.00													
001	24.75				0.00	0.00	0.00	0.00	011	0100	849	01	1143	00000		963	100			
		0.00	0.00			0.00	0.00													
	181.50				0.00	0.00	0.00	0.00		PROJECT	0100	849	1143	00000		SUBTOTALS				
		0.00	0.00			0.00	0.00													
	181.50				0.00	0.00	0.00	0.00		SUB OBJECT	0100	849	1143			SUBTOTALS				
		0.00	0.00			0.00	0.00													
	1,171.50				89.61	0.00	0.00	89.61		PROGRAM	0100	849				SUBTOTALS				
		0.00	0.00			0.00	0.00													
	2,362.75				180.75	0.00	0.00	180.75		FUND	0100					SUBTOTALS				
		0.00	0.00			0.00	0.00													
	2,362.75				180.75	0.00	0.00	180.75		FREQUENCY	071	TOTALS								
		0.00	0.00			0.00	0.00													
	40,798.36	269.49	2,796.70	2,880.48	479.50	0.00	5,039.14	11,465.31		COMPANY	10011	TOTALS								
						0.00														

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO. 011 PAY PERIOD ENDING - 12/16/2004	COMMONWEALTH OF VIRGINIA DEPARTMENT OF ACCOUNTS SUMMARY OF PAYROLL EXPENDITURES	REPORT U023 PAY83040 RUN ON 12/17/2004 AT 11:33:51 PAGE 2	
***** TRAINING COMPANY # 11 *****			
FREQUENCY 071	SALARY & WAGES	VOUCHER NUMBER - 85498765	CHECK WRITE NUMBER - 121604
GROSS EARNINGS	2,382.75	EMPLOYEE DEDUCTIONS	COMPANY COSTS
F.I.T.		218.87	218.87
S.I.T.		74.00	74.00
SOCIAL SECURITY		180.75	180.75
GARNISHMENT FEE		10.00	10.00
		0.00	0.00
		-----	-----
TOTALS		\$ 483.62	\$ 664.37
		-----	-----

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

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ACTR 0401                                COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS
WEEKLY                                     WEEKLY RECONCILIATION REPORT OF TRANSACTIONS POSTED IN CARS
(CM)-CYCLE W                               AS OF 01/10/2005
RUN DATE 01/10/2005 10:35 P.M.

AGY-List CUR-DOC/SFX TC GLA CC FUND PROGRAM SRC/ OBJ  TRANSACTION PROJ AGENCY DR CR PROC --- TRANSACTION ID --- MRF FM
-----
INVOICE-NO DATE VENDOR-ID/SFX VENDOR NAME                AMOUNT VOUCHER AGY AGY DATE AGY DATE TY NO SEQ CCO
-----
FAACS          640      1500 7820000 0000      6,396.04 00000      20050103 997 20050103 F 400 00001      06
                                000
                                BATCH TOTAL      6,396.04      FFY 2005
                                BATCH TYPE TOTAL TRANSACTION AMOUNT      6,396.04 NO OF TRANSACTIONS      1 NO OF BATCHES      1
                                TRAVEL
629 - 332      100 0100 7820400 1227      331.58 00000 629      20050104 100 20041228 2 193 00001      06
630 - 332      114 0100 7820300 1227      40.00 00000 630      20050104 100 20041228 2 193 00002      06
                                BATCH TOTAL      371.58      FFY 2005
631 - 332      100 0100 7820400 1227      416.61 00000 631      20050104 100 20041229 2 194 00001      06
                                BATCH TOTAL      416.61      FFY 2005
                                BATCH TYPE TOTAL TRANSACTION AMOUNT      788.19 NO OF TRANSACTIONS      3 NO OF BATCHES      2
                                VENDOR PAYMENTS
625 - 334      100 0100 7820400 1268      252.00 00000 625      20050104 100 20041228 3 192 00001      06
626 - 334      100 0100 7820400 1214      370.00 00000 626      20050104 100 20041228 3 192 00002      06
627 - 324      100 0100 7820400 1283      1,210.00 00000 627      20050104 100 20041228 3 192 00003      06
628 - 324      100 0100 7820400 1253      24,194.86 00000 628      20050104 100 20041228 3 192 00004      06
051903 20041213
                                BATCH TOTAL      26,026.86      FFY 2005
633 - 334      101 0100 7820400 1134      1,750.00 00000 633      20050104 100 20041230 3 196 00001      07
634 - 334      101 0100 7820400 1134      1,250.00 00000 634      20050104 100 20041230 3 196 00002      07
                                BATCH TOTAL      3,000.00      FFY 2005

```

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

ACTR 0107
WEEKLY
(CM)-CYCLE W
RUN DATE 01/10/2005 10:35 P.M.
COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS
WEEKLY RECONCILIATION REPORT OF TRANSACTIONS NOT POSTED IN CARS
AS OF 01/10/2005

AGENCY NO :
AGENCY PAGE: 1
REPORT PAGE: 1
REQUEST NO. ACTR0107 A 00

VENDOR NUMBER-SUFFIX AND NAME
AGY LIST NO CURR DOC NO SX CR / DR AGY VOUCHER NO
TRAN AGY TRAN CODE FUND PROGRAM OBJECT REV SOURCE AMOUNT PROJECT COST CODE
-----TRANSACTION ID----- MARK DATE ITEM
AGY DATE TY NO SEQ FM POST ACTR0401 ERROR CODE AND MESSAGE

INTERAGENCY TRANSFERS

380	0100	136	100	7820400	1216	667	00000	4,757.94	00000	100	20050110 4 204 00002 07	___/___/___
380	0100	136	100	7820300	1216	667	00000	27.82	00000	114	20050110 4 204 00003 07	___/___/___

BATCH TOTAL

4,785.76 FUNDING FISCAL YEAR 2005

TYPE TOTAL TRANSACTION AMOUNT 4,785.76 NO OF TRANSACTIONS 2 NO OF BATCHES 1

AGENCY TOTAL TRANSACTION AMOUNT 4,785.76 NO OF TRANSACTIONS 2 NO OF BATCHES 1

*****LAST PAGE*****

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
MONTHLY RECONCILIATION OF TAXABLE WAGES ("10 TO 33")**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
U092	CIPPS year-to-date 10/33 Reconciliation Company Summary	By DOA at month end	Agency summary totals of gross pay, items exempt from FIT, SIT, and FICA, all taxable wages and taxes withheld. Page 3 of this report lists employees who have an exceptional condition and the exception.	To ensure employee and tax master files reflect the same information and that all required adjustments/ corrections have been made.
U093	CIPPS Year-To-Date 10/33 Reconciliation Employee Exception Report	By DOA at month end	The report format and information presented is the same as on the U092, except it is presented for each employee appearing on Page 3 of the U092.	To ensure the correctness of employee and tax master files on a routine basis in order to accurately certify quarterly tax requirements and annual W-2 information

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

O. NO.	COMMONWEALTH OF VIRGINIA CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT COMPANY SUMMARY REPORT FOR THE MONTH ENDING: 12/31/2004	REPORT U092 RUN ON 12/30/2004 AT 10:07: PAGE 1	PAYE1000
		REPORT 33	DIFFERENCE
	REPORT 10		
GROSS	6,030,571.36	GROSS PAY	6,030,571.36
WKS COMP (SP PAY 02)	.00		.00
MOV/REL NTAX (SP PAY 03)	.00		
NONTAXBL (SP PAY 08)	.00		
PER DIEM NTXBL (SP PAY 20)	499,921.00		
GRAD SPEC PAY (SP PAYS 34-37)	.00		
MIL PAY NTXBL (SP PAY 44)	.00		
1042 FMT (SP PAY 53)	48,891.75		
DECEASE PAY 2 (SP PAY 55)	.00		
THIRD PARTY MOV/REL(SP PAY 57)	.00		
DISAB BEN-WORK CMP (SP PAY 62)	.00		
MED REIMB (DED 22)	35,424.00		
DEP CARE (DED 21)	5,172.00		
FLEX ACCTS ADMIN FEES (DED 23)	.00		
PREM CONV (DED 24)	103,055.00		
MEALS/RENT NTXBL (DED 34)	.00		
DGS PRE-TAX PARKING (DED 37)	14,299.00		
NONDGS PRETAX PARKING (DED 50)	.00		
PRETAX TRANSPORTATION (DED 51)	.00		
-----	-----		
COMPUTED EMPLOYEE OASDI WAGES	4,161,959.59	EMPLOYEE OASDI TAXABLE COMPANY OASDI TAXABLE	3,811,185.13 3,811,185.13
COMPUTED EMPLOYEE HI WAGES	4,293,675.35	EMPLOYEE HI TAXABLE COMPANY HI TAXABLE	3,942,900.89 3,942,900.89
COMPUTED EMP MEDICARE WAGES	1,011,628.26	EMPLOYEE MEDICARE TXBL COMPANY MEDICARE TXBL	1,011,628.26 1,011,628.26
DEF COMP (DED 38)	234,697.58	FIT TAXABLE	5,082,443.03
PRE TAX (DED 39)	.00	FIT NON TAXABLE	.00
PRE-TAX BUYBACK (DED 43)	6,668.00	-----	-----
COMPUTED FEDERAL WAGES	5,082,443.03	TOTAL FIT WAGES	5,082,443.03
IMP LIFE (SP PAY 14)	11,044.26		
DECEASE PAY 1 (SP PAY 54)	.00		
-----	-----		
COMPUTED STATE WAGES	5,082,443.03	SIT TAXABLE	5,082,443.03
COMPUTED SUI GROSS WAGES	5,452,209.35	SUI GROSS WAGES	4,104,924.63
COMPUTED SUI TXBL WAGES	1,540,128.70	SUI TAXABLE	1,212,725.78
FEDERAL TAX WITHHELD	556,456.62	FIT TAX	556,456.62
			.00
			327,402.92
			1,347,284.72
			.00
			350,774.46
			350,774.46
			.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

CO. NO.	COMMONWEALTH OF VIRGINIA CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT EMPLOYEE EXCEPTION REPORT FOR THE MONTH ENDING: 12/31/2004	REPORT U093 PAYB1000 RUN ON 12/30/2004 AT 10:07: PAGE 1																
EMPLOYEE ID: NAME:	EMP-STATUS: 1 LAST CHECK DATE: 12/30/2004 STATUS: 4 WORK STATE CODE: 047 SUI STATE CODE: 047	ORG CODE: PAY TYPE: 2 LOCAL CODE: 000 SP LOCAL STATUS: 1 DI STATUS: 1	STATUS: 1															
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> REPORT 10 GROSS 24,400.00 WKFS COMP (SP PAY 02) .00 MOV/REL NTAX (SP PAY 03) .00 NONTAXBL (SP PAY 08) .00 PER DIEM NTXBL (SP PAY 20) .00 GRAD SPEC PAY (SP PAYS 34-37) .00 MIL PAY NTXBL (SP PAY 44) .00 1042 PMT (SP PAY 53) .00 DECEASE PAY 2 (SP PAY 55) .00 THIRD PARTY MOV/REL (SP PAY 57) .00 DISAB BEN-WORK CMP (SP PAY 62) .00 MED REIMB (DED 22) .00 DEP CARE (DED 21) .00 FLEX ACCTS ADMIN FEES (DED 23) .00 PREM CONV (DED 24) .00 MEALS/RENT NTXBL (DED 34) 1,380.00 DGS PRE-TAX PARKING (DED 37) .00 NONDGS PRETAX PARKING (DED 50) .00 PRETAX TRANSPORTATION (DED 51) .00 ----- COMPUTED EMPLOYEE OASDI WAGES 23,020.00 </td> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> REPORT 33 GROSS PAY 24,400.00 DIFFERENCE .00 </td> <td style="width: 50%;"></td> </tr> </table> </td> </tr> </table> </td> <td style="width: 50%; 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**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
MONTHLY VERIFICATION OF VRS BENEFITS**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
U016	Monthly Contribution Worksheet	With Payroll Processing	Reflects information being provided to VRS on a semi-monthly basis	Verify that all eligible employees are being reported properly for retirement credit - Compare with VRS-50 Report, Statement of Account, Retirement Contribution Accounting, and the VRS Retirement/Group Life Contributions Subsystem, Employer Payroll-VRS-1500 Dollar/Service Details.
U044	VRS Discrepancy Report	With Payroll Processing	Lists employees who have erroneous data in their masterfile for retirement	See above.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

COMMONWEALTH OF VIRGINIA
VIRGINIA RETIREMENT SYSTEM
MONTHLY CONTRIBUTION WORKSHEET
SUBSTITUTE VRS-52
FOR PERIOD - DEC 01, 2004 THRU DEC 31, 2004

REPORT U016 PAYB1270
RUN ON 01/06/2005 AT 00:03:26
PAGE 176

AGENCY:
PAY PERIOD:

EMPLOYER CODE:

NUMBER OF RECORDS: 0

	RETIREMENT	INSURANCE	RETIREE HCC	LONG TERM DISAB
CREDITABLE COMPENSATION	\$ 1,845.34		\$ 1,846.16	
INSURANCE BASE PAY		\$ 1,845.00		
LONG TERM DISAB BASE				\$ 1,844.84
CONTRIBUTION RATES	.0891	.0080	.0104	.0165
SUB TOTAL	\$ 164.42	\$ 14.76	\$ 19.20	\$ 30.44
BUY BACK AMOUNT	\$.00			
OPTIONAL LIFE AMOUNT				
I - TOTAL DUE	\$ 164.42	\$ 17.52	\$ 19.20	\$ 30.44

DEDUCTION REGISTER TOTALS:

BUY BACK	\$.00			
OPTIONAL LIFE AMOUNT		\$ 2.76		
EMPLOYER				
II - TOTAL SUBMITTED	\$ 164.42	\$ 14.76	\$ 19.20	\$ 30.44
DIFFERENCE (I - II)	\$.00	\$.00	\$.00	\$.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
MONTHLY AUTOMATED RECONCILIATION OF HEALTH CARE COSTS**

REPORT NUMBER	REPORT NAME	DESCRIPTION	USAGE
U107	Health Care Exception Report	Identifies CIPPS and/or BES records, which have a variance.	Lists credits due and charges in separate columns and individually totaled. Each must be reviewed to ensure the charges and credits are correct. If a credit is due, the agency must request it.
U108	Monthly Health Care Reconciliation Summary	Provides a summary of the total health care costs for the coverage selected in BES, the total amount collected in CIPPS, and the identified difference. (totals of U107 & U110)	Enter any adjustment amount carried forward from the Health Care Adjustments Worksheet to determine the Adjusted Difference amount.
U110	Benefits Eligibility System (BES) Premium Listing	Provides a listing of the eligibility information in BES by provider and group number.	This report is a BES bill for the self-insured products (COVA Care and Kaiser) which supports the BES premiums due amount on the summary. It may be used to determine an employee's coverage in BES.
U111	Invalid Health Care Plan/Provider Codes	Lists all employees with an invalid plan or provider code in BES or CIPPS.	Review each exception and take corrective action. Transactions found on this report have not been included in the automated reconciliation.

REPORT U107 PAYB0056
RUN ON 01/06/2005 AT 01:16:57
PAGE 1

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

HEALTH CARE EXCEPTION REPORT (BES/CIPPS)
FOR THE MONTH OF DECEMBER

PROVIDER: COVA CARE BASIC

GROUP NUMBER:

C	EMPLOYEE NAME		PLAN		SSN	BES TOTAL	PAYROLL TOTAL	CREDIT DUE AGENCY	CHARGE TO AGENCY (AUTOMATED INT)
	LAST	F	M	B					
-	-	-	-	-	-	-	-	-	-
5	TY	H		F		\$0.00	\$0.00	\$0.00	\$0.00
5	CH	L		F		\$0.00	\$0.00	\$0.00	\$0.00
5	BR	M		F		\$0.00	\$0.00	\$0.00	\$0.00
5	KR	H		S		\$0.00	\$0.00	\$0.00	\$0.00
GROUP SUBTOTALS						\$0.00	\$0.00	\$0.00	\$0.00

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ACCOUNTS

MONTHLY HEALTH CARE RECONCILIATION SUMMARY

CO. NC.

HEALTH CARE PROGRAM: COVA CARE BASIC

PREMIUMS DUE ACCORDING TO BES:

MONTH: DECEMBER
GROUP NUMBER

CODE	COVERAGE TYPE	PREMIUM RATE	NUMBER IN PLAN	PREMIUM DUE
D	EMPLOYEE + ONE	\$619.00	3	\$1,857.00
F	FAMILY	\$903.00	3	\$2,709.00
S	EMPLOYEE ONLY	\$334.00	2	\$668.00
TOTALS				\$5,234.00
PREMIUMS COLLECTED:				\$5,234.00
CREDIT DUE AGENCY				\$0.00
CHARGE TO AGENCY (AUTOMATED IAT)				\$0.00

REPORT UI08 PAYR0056
RUN ON 01/06/2005 AT 01
PAGE 1

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

CO. NO.	COMMONWEALTH OF VIRGINIA DEPARTMENT OF ACCOUNTS	REPORT U110 PAYB0056 RUN ON 01/06/2005 AT 01: PAGE 1	
<p style="text-align: center;">BENEFITS ELIGIBILITY SYSTEM (BES) PREMIUM LISTING FOR THE MONTH OF DECEMBER</p>			
PROVIDER: COVA CARE BASIC		GROUP NUMBER:	

EFFECTIVE DATE	EMPLOYEE NAME LAST FIRST MI	SSN	PLAN CODE	BES TOTAL
07/01/2004	REBECCA		F	\$903.00
07/01/2003	SARAH		S	\$334.00
07/01/2004	JOSEPH		F	\$903.00
07/01/2004	PATRICIA		D	\$619.00
07/01/2004	NEAL		F	\$903.00
07/01/2003	JEANNETTE		D	\$619.00
07/01/2003	JENNIFER		D	\$619.00
07/01/2003	TARA		S	\$334.00
GROUP SUBTOTALS				\$5,234.00

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

O. NC	COMMONWEALTH OF VIRGINIA	REPORT U111	PAYB0055
	DEPARTMENT OF ACCOUNTS	RUN ON 01/06/2005 AT 00:51	
	INVALID HEALTH CARE PLAN/PROVIDER CODES	PAGE	1
	FOR THE MONTH OF DECEMBER		
PAY OR BES	EMPLOYEE NAME	EMPLOYEE NO	PROV CODE
	JAMES	A	40
PAY			
	JAMES	A	40
PAY			
			N
			N

DUE TO AN INVALID PLAN/PROVIDER THESE RECORDS WERE EXCLUDED FROM THE AUTOMATED HEALTH RECON PROCESS.

**DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING
RECONCILIATION OF QUARTER END REPORTS**

REPORT NUMBER	REPORT NAME	HOW INITIATED	INFORMATION PRESENTED	USE
880	Employee Quarterly Composite Tax Report	By DOA at Quarter End	By employee, gross pay, all taxable wages, and taxes withheld	Verify that employee and tax master files correctly reflect the taxing and reporting of all amounts paid. The final page contains agency totals
881	Employee Quarterly Composite Tax Report	By DOA at Quarter End	By employee, gross pay, all taxable wages, and taxes withheld for other than Virginia state taxing, or other exceptions.	Verify that employee and tax master files correctly reflect the taxing and reporting of all applicable amounts.
56	Quarterly Composite Tax Report	By DOA at Quarter End	The summary totals, combining each employee as shown on Report 52	Quarterly Certification of Agency Totals to DOA
U090	FIPS Code Error Report	By DOA at Quarter End	Lists employees who do not have a FIPS code	Notification to agency that a FIPS code does not exist for these employees
U057	Quarterly Employee Count for SUI Purposes	By DOA at Quarter End	Number of employees per FIPS code	VEC reporting of employment by demographic area.

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO.	REL 11.12.47	REPORT 880	CIPPS	RUN ON 09/29/2001 AT 05:00:00	2
	EMPLOYEE QUARTERLY TAX REPORT #1 AS OF 09/24/2001				
PQ	YTD	PQ	YTD	PQ	YTD
					CTY ST LO EST
BILLY R					
					001 47 00 0007
3921.00	GROSS	3921.00	FIT TXBL	3921.00	CO OASDI TXBL
3921.00	SUI GROSS	243.10	FIT NTXBL	243.10	CO OASDI TAX
3921.00	SUI TXBL	428.05	FIT TAX	3921.00	CO HI TXBL
	SUI TAX		EIC	56.85	CO HI TAX
	LOCAL TXBL	3921.00	SIT TXBL		CO MED TXBL
	LOCAL TAX	135.41	SIT TAX		CO MED TAX
J					
					001 47 00 0007
4160.70	GROSS	4160.70	FIT TXBL	4160.70	CO OASDI TXBL
4160.70	SUI GROSS	257.96	FIT NTXBL	257.96	CO OASDI TAX
4160.70	SUI TXBL	438.05	FIT TAX	4160.70	CO HI TXBL
	SUI TAX		EIC	60.33	CO HI TAX
	LOCAL TXBL	4160.70	SIT TXBL		CO MED TXBL
	LOCAL TAX	165.79	SIT TAX		CO MED TAX
C					
					001 47 00 0007
910.00	GROSS	910.00	FIT TXBL	910.00	CO OASDI TXBL
910.00	SUI GROSS	56.42	FIT NTXBL	56.42	CO OASDI TAX
910.00	SUI TXBL	75.34	FIT TAX	910.00	CO HI TXBL
	SUI TAX		EIC	13.20	CO HI TAX
	LOCAL TXBL	910.00	SIT TXBL		CO MED TXBL
	LOCAL TAX	11.96	SIT TAX		CO MED TAX
C					
					001 47 00 0007
1050.01	GROSS	0.01	FIT TXBL	0.01	CO OASDI TXBL
0.01	SUI GROSS		FIT NTXBL	0.01	CO OASDI TAX
0.01	SUI TXBL		FIT TAX	0.01	CO HI TXBL
	SUI TAX		EIC		CO HI TAX
	LOCAL TXBL	0.01	SIT TXBL		CO MED TXBL
	LOCAL TAX		SIT TAX		CO MED TAX
C					
					001 47 00 0007
4386.81	GROSS	4386.81	FIT TXBL	4386.81	CO OASDI TXBL
4386.81	SUI GROSS	271.98	FIT NTXBL	271.98	CO OASDI TAX
4386.81	SUI TXBL	414.27	FIT TAX	4386.81	CO HI TXBL
	SUI TAX		EIC	63.61	CO HI TAX
	LOCAL TXBL	4386.81	SIT TXBL		CO MED TXBL
	LOCAL TAX	169.66	SIT TAX		CO MED TAX

[illegible]

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

REPORT 56 CIPPS
RUN ON 09/29/2001 AT 05:24:22
REL 11.12.47 PAGE 6

CO. NO. TAX UNIT 001
QUARTERLY COMPOSITE TAX REPORT AS OF 09/24/2001

COUNTRY CODE 001 STATE CODE 47

DESCRIPTION	PRIOR QUARTER	YEAR TO DATE
GROSS PAY	1,264,152.70	4,745,677.12
FICA PAYMENT	.00	.00
FIT TAXABLE	3,948,233.97	3,948,233.97
FIT NON TAXABLE	316.41	316.41
FIT TAX	165,388.86	544,681.01
EMPLOYEE OASDI TAXABLE	803,927.57	2,975,077.98
EMPLOYEE OASDI TAX	49,843.61	184,454.93
EMPLOYEE HI TAXABLE	824,884.00	2,996,034.41
EMPLOYEE HI TAX	11,960.82	43,442.70
EMPLOYER MED TAXABLE	253,254.50	731,322.75
EMPLOYER MED TAX	3,672.22	10,604.20
COMPANY OASDI TAXABLE	803,927.57	2,975,077.98
COMPANY OASDI TAX	49,843.61	184,454.93
COMPANY HI TAXABLE	824,884.00	2,996,034.41
COMPANY HI TAX	11,960.82	43,442.70
COMPANY MED TAXABLE	253,254.50	731,322.75
COMPANY MED TAX	3,672.22	10,604.20
FUTA TAXABLE	.00	.00
FUTA TAX	.00	.00
D.I. TAXABLE	.00	.00
D.I. TAX	.00	.00
COMPANY PAID DI TAX	.00	.00
LOCAL TAXABLE	.00	.00
LOCAL TAX	.00	.00
SP LOCAL TAXABLE	.00	.00
SP LOCAL TAX	.00	.00
SIT TAXABLE	.00	.00
SIT TAX	.00	.00
SUI GROSS	1,147,521.71	3,928,542.69
SUI TAXABLE	53,835.80	177,163.66
SUI TAX	868,896.68	3,124,374.44
EMPLOYEE OASDI TIPS	35,681.50	1,181,939.21
EMPLOYEE HI TIPS	.00	.00
COMPANY OASDI TIPS	.00	.00
COMPANY HI TIPS	.00	.00
THIRD PARTY OASDI TXBL	.00	.00
THIRD PARTY OASDI TAX	.00	.00
THIRD PARTY HI TXBL	.00	.00
THIRD PARTY HI TAX	.00	.00
THIRD PARTY MED TXBL	.00	.00
THIRD PARTY MED TAX	.00	.00
THIRD PARTY FIT TAX	.00	.00
THIRD PARTY SIT TAX	.00	.00
THIRD PARTY NON TXBL	.00	.00

Signatures of Agency Certifying Officer

DATE

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO.		FIPS		FIPS CODE ERROR REPORT ***** 3RD QUARTER ENDED 09/30/2001		REPORT U090 CIPPS RUN ON 09/29/2001 AT 05:37:31 PAGE 2
		EMPL NO	EMPL NAME	ORG CODES		
		1	CHERYL	003083		
		TOTAL # OF EMPLOYEES	MONTH 1	MONTH 2	MONTH 3	
			1	1	1	
				AGENCY TOTAL WAGES		
				0.00		TOTAL WAGES
				\$0.00		7,836.00
						\$7,836.00

DEPARTMENT OF ACCOUNTS
CIPPS INTRODUCTORY PAYROLL TRAINING
Module 9 – Reports Review

CO. NO.		QUARTERLY EMPLOYEE COUNT FOR SUI PURPOSES BY FIPS										REPORT	U057	CIPPS
FED. ID. #												RUN ON 09/29/2001 A :37:31		
VEG. ID.												PAGE 1		
FIPS AREA DETAIL ATTACHMENT REPORT														
3RD QUARTER ENDED 09/30/2001														
TAX UNIT	STATE CODE	ESTAB CODE	FIPS CODE	NUMBER OF EMPLOYEES			TAXABLE WAGES	EXCESS WAGES	TOTAL WAGES					
				MONTH 1	MONTH 2	MONTH 3								
* 1	47	0007	059 - FAIRFAX	01	01	01	1,852.32	.00	1,852.32			1,852.32		
* 1	47	0007	332 CHATHAM (PITTSYLVANIA	01	01	01	.00	7,800.00	7,800.00			7,800.00		
* 1	47	0007	366 PINCASTLE (BOTETOURT	01	01	01	.00	4,776.60	4,776.60			4,776.60		
* 1	47	0007	760 RICHMOND CITY	90	87	88	33,829.18	812,677.60	846,506.78			846,506.78		
* 1	47	0007	840 WINCHESTER	01	01	01	.00	7,960.98	7,960.98			7,960.98		
TOTALS - ESTAB # 7				94	91	92	35,681.50	833,215.18	868,896.68					
TOTALS - STATE # 47				94	91	92	35,681.50	833,215.18	868,896.68					
TOTALS - TAX UNIT # 1				94	91	92	35,681.50	833,215.18	868,896.68					
TOTALS - COMPANY #				94	91	92	35,681.50	833,215.18	868,896.68					